



Changes to the 2008 COOL Workbook

1. **Estimate of covered commodities available for review**

Provide a rough estimate of the covered commodities sold by the store. This information may be requested from the store representative during the opening meeting and then verified during the review. This is a rough estimate only for the purpose of providing a picture of the number of *different kinds* of covered commodities that the store sells. This is **not the total piece count of all of the covered commodities** in the store's inventory. Check the box adjacent to the number range for each of the two categories detailed below:

- a. Covered commodities in consumer-ready pre-labeled packages
- b. Covered commodities that require the store to provide the COOL information

2. **Different order for the *Items to be Verified***

The *Items to be Verified* have been rearranged so that all of the findings associated with the Country of Origin and the Method of Production are grouped together. Items #1 – #4 apply to the Country of Origin and Items #5 - #8 apply to the Method of Production.

3. **The non-compliance finding for the supplier records has been removed.**

Please continue to provide supplier information, if possible. However, do not cite a finding if the supplier information is not available.

4. **The remaining two non-compliance findings for records have been combined into one finding.**

Cite a finding if the store cannot provide records to verify the country of origin and method of production labeling for the selected traceback items.

Remember:

- a. It is only necessary to review records for the two traceback items.
- b. If the traceback item is in a consumer ready pre-labeled bag (*i.e.* already labeled when the store receives it), it is not necessary to review any additional records to verify the accuracy of the COOL claims. The review of the pre-labeled package is sufficient. In this instance, in the Tracebacks Section under *Records Reviewed*, select "Pre-labeled Package-Consumer Ready" from the drop down box.

5. **Preparation for Submission of Workbook**

When preparing the Excel Workbook for submission to the COOL Program Manager, enter information onto the Worksheet only. The data entered on the Worksheet will automatically transfer to the Checklist and Non-Compliance (NC) Letter.

Reviewers are still required to leave a hand-written copy of the checklist outlining the findings upon completion of the store review.